

## COVID-19 Preparedness and Response Plan

District Name **Insight School of Michigan**

Address of School District: 526 S. Creyts Rd., Suite A, Lansing, MI 48917

District Code Number: MI-23903

District Contact Person: Teresa Boardman

District Contact Person Email Address: [tboardman@k12.com](mailto:tboardman@k12.com)

Local Public Health Department: Barry-Eaton District Health Department  
1033 Healthcare Drive  
Charlotte, MI 48813  
517-541-2602

Local Public Health Department Contact Person Email Address: Colette Scrimger  
[cscrimger@bedhd.org](mailto:cscrimger@bedhd.org)

Name of Intermediate School District: Eaton RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/10/2020



August 12, 2020 [via email]

Ms. Teresa Boardman  
Insight School of Michigan  
526 S. Creyts Rd., Suite A  
Lansing, MI 48917

Re: Approval of COVID-19 Preparedness and Response Plan (“Plan”)

Dear Ms. Boardman:

I am pleased to inform you that the Plan for Insight School of Michigan (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy’s Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at [avanatten@thecenterforcharters.org](mailto:avanatten@thecenterforcharters.org) to initiate that process. Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Mike O’Brien, Board President

Attachment:

Approved COVID-19 Preparedness and Response Plan

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT AMENDMENT**

Insight School of Michigan (the “Academy”)

A regular meeting of the Academy Board of Directors was held on the 10 day of August, 2020, at 4 p.m.

The meeting was called to order at 4:15 p.m. by Board Member Mike O’Brien:

Present: Mike O’Brien, Angela Boldrey, Jennifer Stevens, Jessica AcMoody

Absent: \_\_\_\_\_

The following preamble and resolution were offered by Board Member Angela Boldrey and supported by Board Member Jennifer Stevens:

**BACKGROUND**

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body, Central Michigan University, must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

The Academy submitted its Preparedness Plan to Central Michigan University (“Authorizer”) for review and approval.

The Academy Board of Directors (“Academy Board”) is required to approve the Academy’s Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy’s Preparedness Plan as a charter contract (“Contract”) amendment.

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

1. The actions taken by Academy representatives to prepare and submit the Academy’s Preparedness Plan to Authorizer are ratified.
2. The Preparedness Plan, as approved by the Authorizer, is approved by the Academy Board as the COVID-19 Preparedness Plan and as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract Amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy’s Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy’s compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: \_\_\_\_\_ 4 - all \_\_\_\_\_

Nays: \_\_\_\_\_ 0 - none \_\_\_\_\_

Resolution declared adopted.

\_\_\_\_\_*Mike O'Brien*\_\_\_\_\_

Print Name: Mike O'Brien

President, Academy Board

# Insight School of Michigan COVID-19 Preparedness and Response Plan

## Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3. As a school of excellence pursuant to Section 6(e) of the Revised School Code, the Academy does not provide in-person instruction.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

President of the Board of Directors: Mike O'Brien

Mike O'Brien

Date: 8/10/2020\_\_\_\_\_

\*\* Electronically signed at Board Meeting held virtually on 8/10/2020.

# Insight School of Michigan COVID-19 Preparedness and Response Plan

## Introduction and Overview

Insight School of Michigan (“Academy”) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract<sup>1</sup>. As a result, many of the requirements, protocols and recommendations contained within Michigan’s 2020-21 Return to School Roadmap (“Roadmap”) do not apply to the Academy.

The Academy has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. As a school of excellence, Executive Order 2020-65, requiring a Continuity of Learning Plan following required school closures across the state, exempted schools of excellence from that requirement and permitted them to continue with their normal operations. Executive Order 2020-142 extends many provisions of Executive Order 2020-65 in this respect. As a result, the Academy and Central Michigan University, its authorizing body, believe that the Academy is not required to develop and submit a COVID-19 Response and Preparedness Plan (“Preparedness Plan”). However, Executive Order 2020-142 states that “A district or nonpublic school without an approved Preparedness Plan is not permitted to open or to continue in operation for in-person instruction for the 2020-21 school year.” Due to this inconsistency, and in the spirit of cooperation, the Academy has developed a Preparedness Plan to include provisions that are applicable to its unique operating structure as a school of excellence. The focus of this plan is to acknowledge that the Academy will continue to implement its normal operations as a cyber school when the state is in any Phase of its Smart Start Plan.

The Academy’s plans for operation remain the same during all Phases of the Michigan Smart Start Plan, with very minor exceptions noted in the narrative below.

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<sup>1</sup> Available at <https://www.thecenterforcharters.org/cmu/PDFForWebsite/contracts/MI-23903.pdf>

# **Insight School of Michigan COVID-19 Preparedness and Response Plan**

## **Plan for Operating during Phases 1-5 of the Michigan Safe Start Plan**

### **Phase 1-5 Safety Protocols:**

As stated above, the Academy does not offer in-person instruction. Therefore, it will automatically remain in compliance with the requirements of Phase 3 of the Michigan Smart Start Plan. Specifically, during Phase 3 of the Michigan Safe Start Plan, the Academy will:

- Not require students to be in-person for any reason, including at testing centers for the purposes of participation in mandated assessments. Optional fall state testing will be cancelled based on the regional on-site location.
- School board members, employees and contractors will be permitted to be physically present in the school facility for the purposes of conducting basic operations, including remote live instruction, as determined by school administrators.
- The Academy will continue to implement its Workforce Preparedness Plan (including facemasks), required under Executive Order 2020-114 with respect to regarding rules related to workplace safety as well as any additional Executive Order's, laws and regulations that may apply.

During Phases 4-5 of the Michigan Smart Start Plan, the Academy may require students to attend in-person centers for the administration of mandated assessments to the extent they are required in 2020-21. In this event, the Academy will ensure compliance with all required safety protocols outlined in the Roadmap that apply.

### **Personal Protective Equipment:**

- Facial coverings must always be worn by staff at the Central Office or Face to Face events of any kind. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must be worn by students and Learning Coaches during face to face events in the event social distancing is not an option.
- Facial Coverings will be provided by ISMI for those who cannot provide his/her own.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must always be worn in hallways and common areas at face to face events by students in the building.

### **Exemptions:**

- Any staff member or student who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Individuals (staff or students) who claim medical exemption will need to contact the appropriate grade level administrator for decisions regarding face to face requirements. All efforts will be made to accommodate reasonable requests.

## **Insight School of Michigan COVID-19 Preparedness and Response Plan**

- Students unable to attend required state testing due to medical reasons must provide a signed note from a medical professional indicating they may not attend.
- Exempted individuals will be recorded in a master database. Appropriate accommodations will be made to keep staff and students from potentially hazardous situations including virtual support for staff or 1:1 testing for at-risk students.

### **Training and Notifications:**

- All Staff will receive general COVID-19 training via SafeSchools at the SY2021 start.
- All Staff, Students and Parents will have face covering expectations reviewed prior to face to face events as needed including: Learning Coach Meetings, Emails and Auto-Dialer Announcements.
- Central Office signage will be prominent throughout all office spaces and events and will clearly identify who is required to wear face coverings in each designated area of the building.

### **Hygiene:**

- Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided at Central Office and at all Face to Face events to support healthy hygiene behaviors
- Staff will teach and reinforce hygiene techniques when appropriate:
  - Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol when appropriate.
  - Coughing and sneezing into their elbows or cover with a tissue.
  - Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students and staff will limit sharing of personal items and supplies such as writing utensils.
- The Operations Manager and Head of School will audit necessary materials and supply chain for cleaning and disinfection supplies.

### **Spacing, Movement, access for Face to Face Events and Central Office:**

- Desks will be spaced six feet apart during face to face events when possible or to greatest space available.
- Group sizes will be kept to the level afforded by necessary spacing requirements and according to CDC/DHS recommendations.
- As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
- Teachers/staff should maintain six feet of spacing between themselves and students as much as possible.
- Family member attendance should be limited to the Learning Coach and student when possible.
- Signage will be posted to indicate proper social distancing.
- Social distancing floor/seating markings will be placed in waiting and reception areas.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

### **Screening Students and Staff:**

- ISMI will cooperate with the local public health department regarding implementing protocols for screening students and staff.



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- Prior to any Face to Face event, Learning Coaches and staff will take a screening survey to confirm health and safety of all in attendance.
- Students will have their temperatures taken at events where attendance greater than 10 is expected.
- Students who become ill at Face to Face events will have their Learning Coach contacted immediately for pickup. Students will be separated to the extent possible for other staff and students. If not already masked, students will be provided a disposable mask.
- Symptomatic students and staff should not come to the office or attend face to face events until they have tested negative or have completely recovered according to CDC guidelines.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their director supervisor. The school health official or Human Resources will monitor reports and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.

# Insight School of Michigan COVID-19 Preparedness and Response Plan

## Phase 1-5 Mental & Social-Emotional Health

The Academy will continue to implement the following protocols to continue to support the Mental & Social-Emotional Health of its students:

- At-Risk Students identified by Staff, Students or Learning Coaches will be referred to the Student Resource Coordinator for follow up discussion and care.
- The Student Resource Coordinator, Counselors and Advisors will support Grade-level specific needs and 7 Mindset SEL Curriculum Implementation.
  - Protocols for the identification of at-risk students will be developed and shared with all staff. All staff will understand the protocol for referring students for additional support.
  - A list of community resources and websites to support Learning Coaches and Staff will be provided in newsletters and available upon request.
- Staff will be provided with training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- The comprehensive crisis management plan will be reviewed to ensure that it can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- The Student Resource Coordinator will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including: [CDC Guidance on COVID-19](#); Understanding normal behavioral response to crises; General best practices of talking through trauma with children; and Positive self-care strategies that promote health and wellness.

# Insight School of Michigan COVID-19 Preparedness and Response Plan

## Phase 1-5 Instruction

As noted above, the Academy's normal operations have continued throughout the COVID-19 Pandemic. As a result, the Academy does not need a "Return to Instruction and Learning working group" and will continue to leverage its regular processes and procedures for school improvement activities. The Academy will continue to implement its Educational Program as outlined in its Charter Contract, including best-practices for delivering remote instruction, communication and family supports, professional learning and monitoring.

High School students will have a combination of quarterly and semester courses. Courses consist of multiple units, lessons, and activities. Teachers deliver lectures live or recorded, students also work through expertly designed lessons online which allows students to follow their own personal daily schedules. They serve to instruct, to provide practice and exploration and to assess student learning daily, based on a minimum pace and schedule that fits each student. Teachers post announcements and indicate the lessons, activities and assessments to be completed each week on the course calendar. All work assigned for a single week must be received on the dates indicated.

The Insight School of Michigan's High School program is primarily synchronous or live instruction students will follow a regular daily schedule. Teachers provide asynchronous and synchronous support to provide flexibility to students whose schedules do not easily align to the school schedule. Course activities may include:

- participating in live class sessions
- reading online text and transcripts
- viewing moving and static images and streaming video
- listening to audio recordings and pronunciations
- linear and interactive animations and simulations
- hands-on and virtual activities
- threaded discussions with teachers and fellow students in a section, cohort or group
- teacher announcements
- online self-check exercises
- Off-line activities as part of the course curriculum
- teacher-created instructional materials

Student learning will continue to benefit from close relationships among parents, students, advisors, teachers and other support personnel. For students to achieve mastery of high school level courses, the instructional component will rely upon highly qualified teachers who will serve as coaches and guides through a clearly defined, high-quality curriculum. Parents or caring adults (referred to as LCs), will still be crucial as motivators and coaches. Also, student academic success in virtual high school will depend upon the student's level of engagement with the curriculum and interactions with their teachers.

## Student Requirements

We currently provide the K12 curriculum and services to students in ninth through twelfth grade. Students are required to:

- log in and attend daily sessions synchronously
- communicate with teachers and other staff (email, instant messaging, phone, etc.)
- follow course calendar and announcements

## **Insight School of Michigan COVID-19 Preparedness and Response Plan**

- complete assignments on (or before) due dates before the end of each day
- spend 7 hours per day completing work and participating in instructional activities
- submit assignments on or before the due date directly to their teacher in each course
- read teacher feedback and use it to improve their work on future assignments
- communicate directly with the teacher when they have any questions or problems related to the curriculum, or if they need a due date extension
- Check in with their advisor weekly
- Participate in surveys provided in their email

### Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

# Insight School of Michigan COVID-19 Preparedness and Response Plan

## Phase 1-5 Operations

The Academy's facility will continue to be used for essential operations and for staff to deliver live remote instruction during Phases 1-5 of the Michigan Smart Start Plan. The Academy will continue to implement cleaning and disinfection protocols consistent with CDC guidelines. Only resuming office use for meetings and professional development during stage 5.

- The School Office will remain closed to non-essential employees, visitors, and contractors while Eaton County is in Phase 1, 2, 3, or 4.
- Essential workers will work in the office only as required to conduct essential business.
- Essential workers will be limited to no more than 3 workers at any given time in addition to the Operations Manager.
- All essential workers conducting business in the office will adhere to safety protocols including wearing face coverings in all common areas, washing hands, practicing social distancing, and ensuring they are free from any symptoms of COVID.
- All essential workers are required to complete attendance/visitation documents identifying that they are COVID 19 symptom free and have not had contact with anyone who has been diagnosed with COVID 19.
- Employees are required to take their temperature upon arrival at the office.
- All essential workers will adhere to cleaning and sanitizing protocols that are posted throughout the facility.
- All cleaning supplies are purchased and provided by IMSI and will be available in all common areas.

As a cyber school, the Academy provides all students with the necessary technology to access remote instruction and will continue to do so.

- Computers are provided for every family that enrolls in ISMI.
- ISMI confirms that all enrolled students have access to reliable internet.
- ISMI provides technology support and a help desk for all student technology.
- ISMI provides training sessions for students and learning coaches on how to use the technology and access courses and content.
- ISMI tracks all devices and has a reclamation process.
- ISMI provides all software and imaging for each device.

## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Wednesday, August 12, 2020 2:18 PM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

Thank you for your recent submission of your COVID-19 Preparedness and Response Plan Submission.

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